Administrative, Communication and Education Committee
Meeting Agenda

Wednesday, November 7, 2018 @ 10:30 AM
Aeronautics Building – 2nd Floor Commission Room
2700 Port Lansing Rd.,
Lansing, MI

1. **Welcome - Call to Order – Introductions**

2. **Changes or Additions to the Agenda (*Action Item as needed*)**

3. **Public Comments on Non-Agenda Items**

4. **Consent Agenda** ***(Action Item)***
   - **4.1.** Approval of the September 5, 2018 Meeting Minutes ***(Attachment 1)***
   - **4.2.** TAMC Financial Report ***(Attachment 2)***
     - **4.2.1.** Michigan Technological University Contract – *Belknap*
     - **4.2.2.** Northeast Michigan Council of Governments Contract – *Belknap*

5. **Review & Discussion Items:**
   - **5.1.** 2018 TAMC Fall Conference Recap – *Belknap*
   - **5.2.** 2109 TAMC Spring Conference - APWA Collaboration – *Belknap*/*Strong*
   - **5.3.** LTAP Bridge Newsletter Article Status – *Belknap*
   - **5.4.** Investment Reporting Tool 2019 Training Schedule – *Belknap/Granger* ***(Attachment 3)***
   - **5.5.** Annual Report Timeline & Draft "Year in Review" Chapter – *Jennett* ***(Attachment 4)***
   - **5.6.** TAMC Data Sharing Policy – *Zimmer* ***(Attachment 5)***
   - **5.7.** TAMC Policy for Collection of Roadway Surface Condition Data – *Belknap/Start* ***(Attachment 6)***
   - **5.8.** Updating the TAMC Asset Management Plan Template – *Belknap/Manty (MTU)*
   - **5.9.** Schedule of Asset Management Plan Submittals from Top 123 Agencies – *Belknap/Start*
   - **5.10.** FY2020 TAMC Budget Planning – *Belknap/Start*

6. **Public Comments**

7. **Member Comments**

8. **Adjournment:** ***Next meeting December 5, 2018 at 10:30 AM – Aeronautics 2nd Floor Commission Room, 2700 Port Lansing Rd., Lansing, MI***

Meeting Telephone Conference Line: 1-877-873-8018 Access Code: 3327994#

TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE

September 5, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan

MINUTES

****Frequently Used Acronyms Attached**

Members Present:
Derek Bradshaw, MAR
Don Disselkoen, MAC – Vice-Chair
Jonathan Start, MTPA/KATS – Chair

Support Staff Present:
Roger Belknap, MDOT
Nan Ewald, DTMB/CSS, via Telephone
Polly Kent, MDOT
Tim Colling, MTU
Cheryl Granger, DTMB/CSS, via Telephone
Gloria Strong, MDOT

Members Absent:
Gary Mekjian, MML
Rob Surber, DTMB/CSS

Public Present:
Dirk Heckman, Mackinac County Road Commission

1. Welcome – Call-to-Order – Introductions:
The meeting was called to order at 10:41 a.m. Everyone was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda:
D. Disselkoen made a motion to approve J. Starts request of adding PASER Data Collection Policy Amendments, Non-federal Aid to the agenda; D. Bradshaw seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the July 11, 2018 Meeting Minutes (Attachment 1)
D. Bradshaw made a motion to approve the July 11, 2018 meeting minutes; D. Disselkoen seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)
R. Belknap gave an update of the TAMC financial status. A copy of the report was provided.

5. Review and Discussion Items:

5.1. – 2018 TAMC Fall Conference Date and Planning – R. Belknap (Attachment 3)
The TAMC 2018 Fall Conference will be held at the Ramada Inn of Marquette on October 23, 2018. R. Belknap scheduled the first Conference Planning Committee meeting for this Friday, September 7, 2018. He will be scheduling more in the near future. R. Belknap has already lined up presenters and has verified that a few are able to attend the conference. R. Belknap recently sent out the Save-the-Date. The ACE Committee feels it is a good idea to shorten the TAMC conferences so that people have time to network and drive home earlier.

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Action Item: R. Belknap will create a sponsorships document for Council members to use to solicit Sponsorships.

5.2. – 2019 TAMC Spring Conference in Collaboration with APWA Date and Planning – G. Strong
The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018. They will hold their annual golf outing on May 21, 2018. Discussions were had on the date that TAMC should hold the 2019 TAMC Spring Conference during the same week or merge our conference with APWA, sharing presenters, meals, etc. G. Strong will contact APWA conference support staff and discuss the possibilities of when TAMC should hold their conference. Several TAMC Council members felt Mondays are not good days to hold the conference as people have standing meetings that they are required to attend. Also, Fridays are also bad days to hold the conference as most of the locals do not work on Fridays. Is it possible for APWA to change their golf day to Monday so everyone can participate and TAMC hold their conference on Tuesday? Is there a possibility that TAMC could hold it on the same Wednesday as APWA but in a separate room? Any conflicts? G. Strong will discuss and meet with APWA and work with MDOT Finance and APWA on possibly merging the conferences, then come back and discuss with ACE at the next ACE Committee meeting on November 7, 2018. TAMC may have to hold the meeting on Tuesday, May 21, 2018, during the APWA golf outing. Perhaps APWA could have a later tee off time for the golf outing and TAMC could end their conference early for those that would like to participate in the APWA golf outing. TreeTop is a smaller resort and in order to assure TAMC has rooms and space for the conference, a decision will need to be made in the near future so G. Strong can lock in the contract.

Action Item: G. Strong will discuss with APWA and MDOT Finance on what would be a good day and how to possibly collaborate with APWA with holding the TAMC conference on the same day. She will report back on her findings at the November 7, 2018 ACE Committee meeting.

5.3. – LTAP *"The Bridge"* Newsletter Article Status – R. Belknap/T. Colling
The next article will be done by MTU on the Culvert Pilot Project. They will use the Executive Summary from the report and add a few interviews to create the article. The article is due by end of September. The next article will be done by full Council and may be on the integration of TAMC with the Michigan Infrastructure Council (MIC) that was recently passed in legislation. By then TAMC and MIC will have more insight on what is expected of TAMC/MIC and more information to add to the article. Information regarding when asset management plans are due and what Public Act 325 means to local agencies will be addressed also. TAMC needs to make local agencies aware that asset management plans are not actually due until 2020.

Action Item: The full Council will do the next article for *"The Bridge"* Newsletter. MTU will inform the Council of the due date for the next article. The subject of the article will be the recent legislation regarding the MIC, new TAMC requirements, and asset management plans.

5.4. – Investment Reporting Tool Training Schedule – C. Granger
A discussion was had on whether to cut back on CSS doing five on-site and five Webinar IRT trainings. The ACE Committee feels it is important to hold all 10 of the trainings. On-site trainings were felt to be the most important for CSS and MTU to hold. It was felt that participants learn better when they have someone physically present to work with them and they feel more open to ask questions. CSS will keep doing the 10 trainings and J. Ross will provide the schedule and locations at the next ACE Committee meeting in November. CSS will look at doing a training session in Gaylord instead of in Alpena, since Gaylord is an "easier access" location. D. Heckman, from Mackinac County Road Commission, made a suggestion to hold the PASER and IRT trainings on the same day to save on travel for participants. The Committee felt this was a very good suggestion and MTU and CSS will work together to possibly do the trainings on the same date and location.

Action Item: MTU and CSS will work together to possibly combine their training sessions and share the schedule at the next ACE Committee meeting on November 7, 2018.

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5.5. – Assignment: Establish TAMC Data Sharing Policy – J. Start

The ACE Committee was given the task of looking at creating a TAMC Data Sharing Policy by TAMC full Council due to the many data requests that TAMC receives throughout the year. The ACE Committee has asked that the MDOT support staff create a draft policy that includes the following information and ACE Committee will review the draft at their November 7, 2018 meeting:

- If the requester has access to the data already, TAMC will not do work for other people, such as arranging it in a particular format for them. TAMC can simply provide them the link to the data and the requester can obtain the data and format the information for themselves.
- Some requests may need to be handled by a Freedom of Information Act (FOIA) request. MDOT support staff will look at the language that the MDOT FOIA Office uses and what a FOIA entails. What are the costs?
- What extra effort do we want support staff to do? Do they have the time? Is this within the TAMC budget?
- If the requester is a member agency (an agency that puts data into the IRT), should they be treated differently than other requesters?

Action Item: MDOT support staff will create a first draft of the TAMC Data Sharing Policy and provide it at the November 7, 2018 ACE Committee Meeting.

5.6. – PASER Data Collection Policy Amendments for Non-Federal Aid – J. Start

The committee will look at possibly changing the data collection period in the policy. They also need to clarify what fiscal year their data collection funds will be coming out of since it is so close to the fiscal year end September 30. All data collection agencies must provide their fiscal year end.

Action Item: Each ACE Committee member will review the Data Collection Policy and come back with any recommended changes at the November 7, 2018 ACE Committee meeting.

6. Public Comments:

D. Heckman, from the Mackinac County Road Commission, made a suggestion to hold the PASER and IRT trainings on the same day. The trainings are usually held during the winter/early spring. Holding the trainings on the same day will save time for the participants and possibly save money for TAMC. This was felt to be a good idea by the ACE Committee, MTU, and CSS. MTU and CSS will collaborate and create a schedule with dates, time and locations. T. Colling suggested that they do three days of training with three circuits.

7. Member Comments:

MTU will be doing a Water Asset Management Conference with the Environmental Finance Center in the SEMCOG area in the near future.

8. Adjournment:

The meeting adjourned at 12:02 p.m. The next meeting will be held November 7, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan. ACE Committee will not hold an October meeting due to the TAMC Conference on October 23, 2018 at the Ramada Inn of Marquette.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)

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CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES

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UWP	UNIFIED WORK PROGRAM

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TAMC Budget Expenditure Report

Michigan Transportation Asset Management Council

	(most recent invoice date)	FY17 Budget $	FY17 Actual Balance	FY18 Budget $	FY18 Year to Date Spent	FY18 Year to Date Balance	FY19 Budget $	FY19 Year to Date Spent	FY19 Year to Date Balance
I. Data Collection & Regional-Metro Planning Asset Management Progam									
Battle Creek Area Transporation Study	4 qtr 18	$ 20,000.00	$ 4,555.97	$ 20,500.00	$ 20,213.36	$ 286.64	$ 20,500.00	$ -	$ 20,500.00
Bay County Area Transportation Study	3 qtr 18	$ 20,000.00	$ 9,205.58	$ 21,100.00	$ 6,724.59	$ 14,375.41	$ 21,100.00	$ -	$ 21,100.00
Central Upper Peninsula Planning and Development	3 qtr 18	$ 40,471.00	$ -	$ 47,000.00	$ 24,395.80	$ 22,604.20	$ 47,000.00	$ -	$ 47,000.00
East Michigan Council of Governments	AUGUST	$ 95,995.00	$ 15,902.25	$ 111,000.00	$ 73,040.27	$ 37,959.73	$ 111,000.00	$ -	$ 111,000.00
Eastern Upper Peninsula Regional Planning & Devel.	3 qtr 18	$ 20,000.00	$ -	$ 23,100.00	$ 11,595.23	$ 11,504.77	$ 23,100.00	$ -	$ 23,100.00
Genesee Lapeer Shiawasse Region V Planning Com.	JULY	$ 39,423.00	$ 2,250.94	$ 46,000.00	$ 29,609.18	$ 16,390.82	$ 46,000.00	$ -	$ 46,000.00
Grand Valley Metropolitan Council	4 qtr 18	$ 20,000.00	$ 1,025.36	$ 25,000.00	$ 12,060.69	$ 12,939.31	$ 25,000.00	$ -	$ 25,000.00
Kalamazoo Area Transportation Study	AUGUST	$ 20,000.00	$ 871.89	$ 22,000.00	$ 15,451.33	$ 6,548.67	$ 22,000.00	$ -	$ 22,000.00
Macatawa Area Coordinating Council	3 qtr 18	$ 20,000.00	$ 12,594.34	$ 20,200.00	$ 4,523.35	$ 15,676.65	$ 20,200.00	$ -	$ 20,200.00
Midland Area Transportation Study	3 qtr 18	$ 20,000.00	$ 2,339.46	$ 21,000.00	$ 3,981.92	$ 17,018.08	$ 21,000.00	$ -	$ 21,000.00
Northeast Michigan Council of Governments	AUGUST	$ 43,426.45	$ -	$ 46,000.00	$ 46,000.00	$ -	$ 46,000.00	$ -	$ 46,000.00
Networks Northwest	AUGUST	$ 61,316.00	$ -	$ 72,000.00	$ 59,603.64	$ 12,396.36	$ 72,000.00	$ -	$ 72,000.00
Region 2 Planning Commission	3 qtr 18	$ 37,940.00	$ 13,196.44	$ 42,000.00	$ 18,368.33	$ 23,631.67	$ 42,000.00	$ -	$ 42,000.00
Saginaw County Metropolitan Plannning Commission	3 qtr 18	$ 20,000.00	$ 8,414.71	$ 22,200.00	$ 17,495.94	$ 4,704.06	$ 22,200.00	$ -	$ 22,200.00
Southcentral Michigan Planning Commission	JULY	$ 53,162.00	$ 16,246.33	$ 57,300.00	$ 26,240.09	$ 31,059.91	$ 57,300.00	$ -	$ 57,300.00
Southeast Michigan Council of Governments	SEPT	$ 135,680.00	$ 0.40	$ 174,000.00	$ 174,000.00	$ -	$ 174,000.00	$ -	$ 174,000.00
Southwest Michigan Planning Commission	4 qtr 18	$ 37,030.00	$ -	$ 41,000.00	$ 41,000.00	$ -	$ 41,000.00	$ -	$ 41,000.00
Tri-County Regional Planning Commission	3 qtr 18	$ 33,786.00	$ -	$ 40,000.00	$ 7,633.36	$ 32,366.64	$ 40,000.00	$ -	$ 40,000.00
West Michigan Regional Planning Commission	SEPT	$ 82,467.00	$ -	$ 91,000.00	$ 55,428.20	$ 35,571.80	$ 91,000.00	$ -	$ 91,000.00
West Michigan Shoreline Regional Development Com.	SEPT	$ 46,781.56	$ 636.55	$ 54,000.00	$ 51,333.45	$ 2,666.55	$ 54,000.00	$ -	$ 54,000.00
Western Upper Peninsula Regional Planning & Devel.	3 qtr 18	$ 34,867.00	$ 19.47	$ 40,000.00	$ 18,657.04	$ 21,342.96	$ 40,000.00	$ -	$ 40,000.00
MDOT Region Participation & PASER Quality Control	10/14/18	$ 62,750.00	$ (22,587.50)	$ 80,000.00	$ 52,914.97	$ 27,085.03	$ 91,440.00	$ -	$ 91,440.00
Fed. Aid Data Collection & RPO/MPO Program Total		**$ 965,095.01**	**$ 64,672.19**	**$ 1,116,400.00**	**$ 770,270.74**	**$ 346,129.26**	**$ 1,116,400.00**	**$ -**	**$ 1,116,400.00**
PASER PNFA Data Collection Total		**$ 40,760.39**	**$ -**	***(FY18 PNFA Moved Into Data Collection Program Above)***			***(FY19 PNFA Moved Into Data Collection Program Above)***		
III. TAMC Central Data Agency (MCSS)									
Project Mgmt	9/14/18	$ 37,800.00	($2,264.00)	$ 42,000.00	$ 46,585.00	$ (4,585.00)	$ 42,000.00	$ -	$ 42,000.00
Data Support /Hardware/Software	9/14/18	$ 60,200.00	$1,367.00	$ 68,800.00	$ 67,800.00	$ 1,000.00	$ 68,000.00	$ -	$ 68,000.00
Application Development / Maintenance / Testing	9/14/18	$ 83,280.00	$5,042.00	$ 114,475.00	$ 115,250.00	$ (775.00)	$ 114,000.00	$ -	$ 114,000.00
Help Desk / Misc Support	9/14/18	$ 66,600.00	$948.00	$ 70,200.00	$ 68,200.00	$ 2,000.00	$ 70,000.00	$ -	$ 70,000.00
Training	9/14/18	$ 27,600.00	($1,533.00)	$ 34,950.00	$ 24,850.00	$ 10,100.00	$ 34,960.00	$ -	$ 34,960.00
Data Access / Reporting	9/14/18	$ 47,155.00	$1,459.00	$ 49,575.00	$ 52,175.00	$ (2,600.00)	$ 49,600.00	$ -	$ 49,600.00
FY17 Off Budget: IRT Re-write - $241,000	9/30/17	*$ 241,040.00*	*$ (18,983.00)*						
TAMC Central Data Agency (MCSS) Total		**$ 322,635.00**	**$ 5,019.00**	**$ 380,000.00**	**$ 374,860.00**	**$ 5,140.00**	**$ 378,560.00**	**$ -**	**$ 378,560.00**
IV. TAMC Training & Education (MTU) Calendar Year Z1	10/10/18	**$ 210,000.00**	**$ 1,341.10**	**$ 235,000.00**	**$ 130,534.19**	**$ 104,465.81**	**$ 220,000.00**	**$ -**	**$ 220,000.00**
V. TAMC Activities (MTU) Z15/R1	9/18/18	**$ 70,000.00**	**$ 9,746.50**	**$ 265,000.00**	**$ 217,019.13**	**$ 47,980.87**	**$ 120,000.00**	**$ -**	**$ 120,000.00**
VI. TAMC Expenses									
Fall Conference Expenses	12/8/17	$ 6,000.00		$ 10,000.00	$ 7,269.00		$ 10,000.00	$ -	
Fall Conf. Attendence Fees + sponsorship Fees	12/8/17	$ -		$ -	$ 4,405.00		$ -	$ -	
Net Fall Conference	12/8/17	$ 8,625.00	$ 312.60	$ 14,405.00	$ 7,269.00	$ 7,136.00	$ 10,000.00	$ -	$ 10,000.00
Spring Conference Expenses	8/17/18	$ 8,000.00	$ -	$ 10,000.00	$ 7,439.36		$ 10,000.00	$ -	
Spring Conf. Attendence Fees + sponsorship Fees	8/17/18	$ -	$ -	$ -	$ 8,350.00		$ -	$ -	
Net Spring Conference	8/17/18	$ 14,140.00	$ 7,418.20	$ 18,350.00	$ 7,439.36	$ 10,910.64	$ 10,000.00	$ -	$ 10,000.00
Other Council Expenses	9/28/18	$ 3,915.29	$ (4,567.95)	$ 10,000.00	$ 7,301.72	$ 2,698.28	$ 10,000.00	$ -	$ 10,000.00
TAMC Expenses Total		**$ 26,680.29**	**$ 3,162.85**	**$ 42,755.00**	**$ 22,010.08**	**$ 20,744.92**	**$ 30,000.00**	**$ -**	**$ 30,000.00**
VII. Culvert Pilot Project									
Central Data Agency (MCSS)	10/16/18	$ -	$ -	$ 15,000.00	$ 9,312.00	$ 5,688.00	$ -	$ -	$ -
TAMC Administration & Contingency	6/29/18	$ -	$ -	$ 106,538.00	$ -	$ 106,538.00	$ -	$ -	$ -
Central Upper Peninsula Planning and Development	3 qtr 18	$ -	$ -	$ 88,641.00	$ 25,726.56	$ 62,914.44	$ -	$ -	$ -
East Michigan Council of Governments	AUGUST	$ -	$ -	$ 328,607.00	$ 121,459.40	$ 207,147.60	$ -	$ -	$ -
Eastern Upper Peninsula Regional Planning & Devel.	3 qtr 18	$ -	$ -	$ 5,688.00	$ 653.30	$ 5,034.70	$ -	$ -	$ -
Genesee Lapeer Shiawasse Region V Planning Com.	JULY	$ -	$ -	$ 124,909.00	$ -	$ 124,909.00	$ -	$ -	$ -
Grand Valley Metropolitan Council	4 qtr 18	$ -	$ -	$ 77,782.00	$ 69,733.25	$ 8,048.75	$ -	$ -	$ -
Kalamazoo Area Transportation Study	AUGUST	$ -	$ -	$ 50,402.00	$ 14,970.42	$ 35,431.58	$ -	$ -	$ -
Northeast Michigan Council of Governments	AUGUST	$ -	$ -	$ 33,506.00	$ 21,781.96	$ 11,724.04	$ -	$ -	$ -
Networks Northwest	AUGUST	$ -	$ -	$ 184,513.00	$ 163,641.05	$ 20,871.95	$ -	$ -	$ -
Region 2 Planning Commission	3 qtr 18	$ -	$ -	$ 54,900.00	$ 2,328.00	$ 52,572.00	$ -	$ -	$ -
Southcentral Michigan Planning Commission	JULY	$ -	$ -	$ 93,456.00	$ 894.62	$ 92,561.38	$ -	$ -	$ -
Southeast Michigan Council of Governments	SEPT	$ -	$ -	$ 87,644.00	$ 45,757.96	$ 41,886.04	$ -	$ -	$ -
Southwest Michigan Planning Commission	4 qtr 18	$ -	$ -	$ 101,849.00	$ 67,138.17	$ 34,710.83	$ -	$ -	$ -
Tri-County Regional Planning Commission	3 qtr 18	$ -	$ -	$ 47,587.00	$ -	$ 47,587.00	$ -	$ -	$ -
West Michigan Regional Planning Commission	SEPT	$ -	$ -	$ 241,511.00	$ 181,441.39	$ 60,069.61	$ -	$ -	$ -
West Michigan Shoreline Regional Development Com.	SEPT	$ -	$ -	$ 144,238.00	$ -	$ 144,238.00	$ -	$ -	$ -
Western Upper Peninsula Regional Planning & Devel.	3 qtr 18	$ -	$ -	$ 63,229.00	$ 45,050.72	$ 18,178.28	$ -	$ -	$ -
Culvert Pilot Project Total		**$**	**$**	**$ 1,850,000.00**	**$ 769,888.80**	**$ 1,080,111.20**	**$ -**	**$ -**	**$ -**
Total Program		**$ 1,635,170.69**	**$ 83,941.64**	**$ 3,889,155.00**	**$ 2,284,582.94**	**$ 1,604,572.06**	**$ 1,864,960.00**	**$ -**	**$ 1,864,960.00**
Appropriation		**$ 1,626,400.00**		**$ 3,876,400.00**		**41.26%**	**$ 1,876,400.00**		**100.00%**

Michigan Transportation Asset Management Council

MEMORANDUM

Date: November 2, 2018
To: Transportation Asset Management Council – TAMC ACE Committee
From: Roger Belknap, TAMC Coordinator, MDOT Asset Management & Policy Division Staff

RE: Request for FY2018 Budget & Contract Modifications

I have two requests for fiscal year 2018 budget modifications as we are in the midst of year-end operations:

First, the Michigan Technological University's (MTU) TAMC Activities Contract was increased $150,000 in the spring due to the TAMC Culvert Pilot project. At the time this increase was made, the TAMC Bridge Committee was working with MTU to establish a program budget. As a refresher, the budget for the Culvert Pilot was based upon assumptions made back in the spring, rather than actual knowledge of the level of effort to complete the project.

At this time, MTU has informed us that an additional $22,100 will be needed to cover all the expenses they incurred with the project. As such, staff recommends this budget action to fully cover the expenses MTU's staff incurred with the project. We believe this project was a success and would not have been possible without MTU's consultation and management. Staff was informed by MDOT Finance that the entire $2 million allocation for the Culvert Pilot program has been secured, therefore this increase in the MTU Activities contract will not affect other TAMC program funds.

Second, the Northeast Michigan Council of Governments has expended their entire FY2018 Asset Management program allocation of $46,000 as of August 2018. They estimate another $6,200 would be needed to cover September 2018 expenses. Over the past 4 fiscal years, NEMCOG has expended their entire allocation every year. In FY2015, the budget allocation for NEMCOG was $37,916; in FY2017 the allocation was increased to $43,426 cover additional Non-Federal Aid data collection and in FY2018 the allocation was increased to $46,000 to accommodate additional work items in the asset management Unified Work Program, per TAMC's directive.

In review of the invoices and program reports, the reason for the cost overrun is the data collection budget appears inadequate to cover the coordination of a region of this size; additionally, local agencies are relying on the region for added technical support for the IRT and general asset management assistance. Funding for this allocation increase would come from unspent FY2018 TAMC budget line items. Staff recommends making this modification to cover all FY2018 program expenses incurred by the region.

Chair: Joanna Johnson, CRA: **Vice-Chair:** Bill McEntee, CRA: Bob Slattery, MML: Gary Mekjian, MML: Jon Start, MTPA: Brad Wieferich, MDOT: Don Disselkoen, MAC: Derek Bradshaw, MAR: Jennifer Tubbs, MTA: Rob Surber, MCSS

2019 Investment Reporting Tool Training Schedule

**** 5 STATEWIDE ON-SITE SESSIONS ****

Thursday, February 28 – Okemos
1:30 pm to 4 pm
Okemos Conference Center
2187 University Park Dr. Okemos, MI 48864

Wednesday, March 27 – Kalamazoo
1:30pm to 4:00pm
Road Commission of Kalamazoo County
3801 Kilgore Rd, Kalamazoo, MI 49001

Tuesday, April 9 – Gaylord
1:30pm to 4:00pm
University Center
80 Livingston Blvd, Gaylord, MI 49735

Wednesday, April 10 – Escanaba
1:30pm to 4:00pm
Delta County Road Commission
3000 32nd Ave N, Escanaba, MI 49829

Tuesday, June 11 – SEMCOG (Detroit)
9:00am to 12:00pm
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226

PASER Training

#1 Webinar Session (choose one)

February 12 – 9:00 - 11:30 a.m.
February 21 – 1:00 - 3:30 p.m.
March 13 – 9:00 - 11:30 a.m.
April 2 – 1:00 - 3:30 p.m.

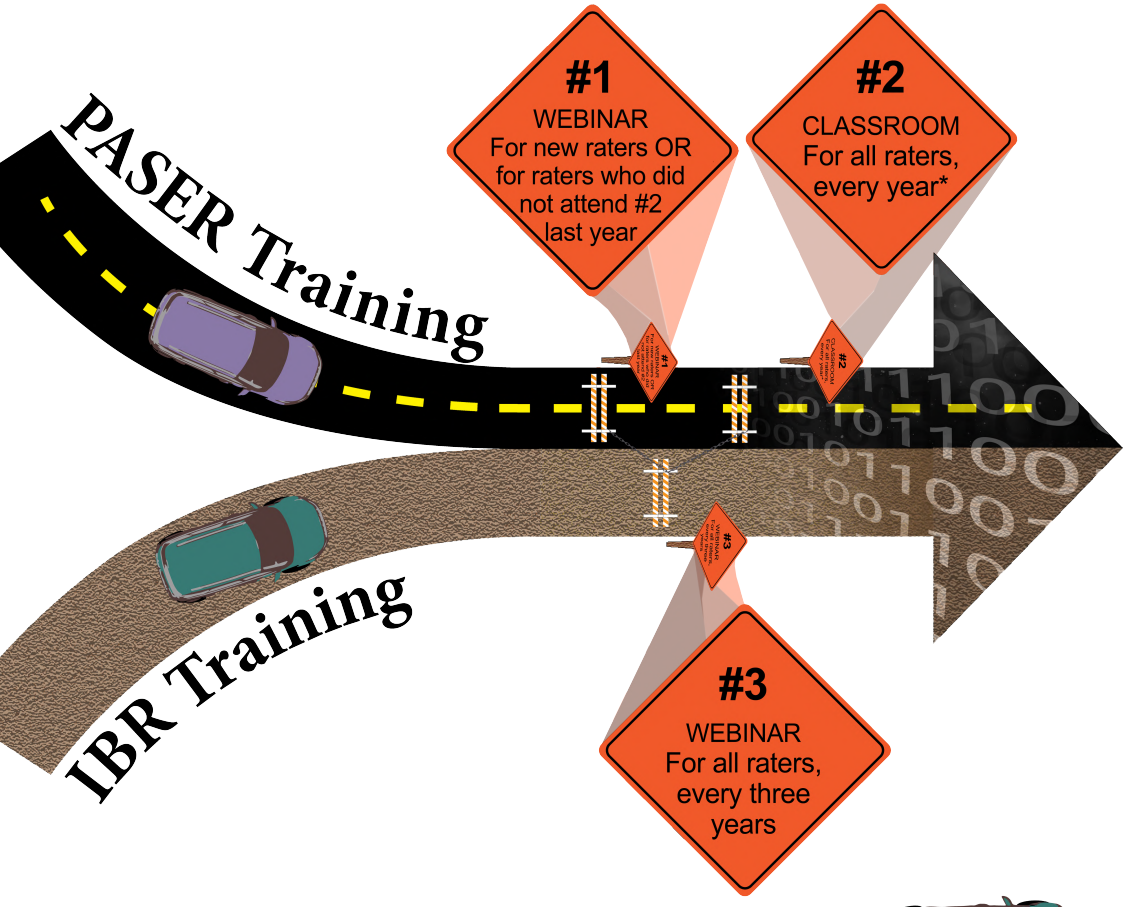
For more information about the Pavement Surface Evaluation and Rating system, visit Michigan TAMC and/or PASER Resources.

#2 Classroom Session (choose one)

February 26 – West Branch
February 27 – Saginaw
February 28 – Okemos
March 26 – Grand Rapids
March 27 – Kalamazoo
March 28 – Dearborn
April 9 – Gaylord
April 10 – Escanaba
April 11 – Marquette

About the classroom session:
7:30 a.m. – Sign-in begins
8:00 a.m. - 12:00 p.m. – Classroom session
1:00 p.m. - 3:00 p.m. – Certification testing (opt.)

View detailed location information here.



To collect eligible PA499 condition assessment data for your agency's Federal-aid-eligible roads, raters must use the Pavement Surface Evaluation and Rating (PASER) for paved roads and the Inventory-Based Rating (IBR) System™ for unpaved roads. ***All three trainings are required.*** Register now!

Road Condition Assessment Data

Registration**

Webinars: No fee

Classroom: $10 for public agencies***
$20 for private companies***

Register at ctt.mtu.edu/training

Questions? E-mail ctt@mtu.edu.

* *Raters will be notified if they are eligible for certification. Certified raters are exempt from one year of training. See TAMC Policy for Collection of Roadway Surface Condition Data for more detail.*

** *Required for fulfillment of continuing education. The Center for Technology & Training's (CTT) continuing education policy is available at ctt.mtu.edu/ContinuingEducation.*

*** *The registration fee, travel expenses, and staff time associated with these training sessions are reimbursable through your agency's regional or metropolitan planning organization (RPO/MPO) as part of data collection.*

No-shows and cancellations within three business days of the session will be charged the full registration fee. Substitutions will be accepted.

IBR System™ Training

#3 Webinar Session (choose one)

February 13 –1:00 - 3:00 p.m.
March 14 – 9:00 - 11:00 a.m.

For more information about the Inventory-based Rating System™, visit https://ctt.mtu.edu/inventory-based-rating-system.

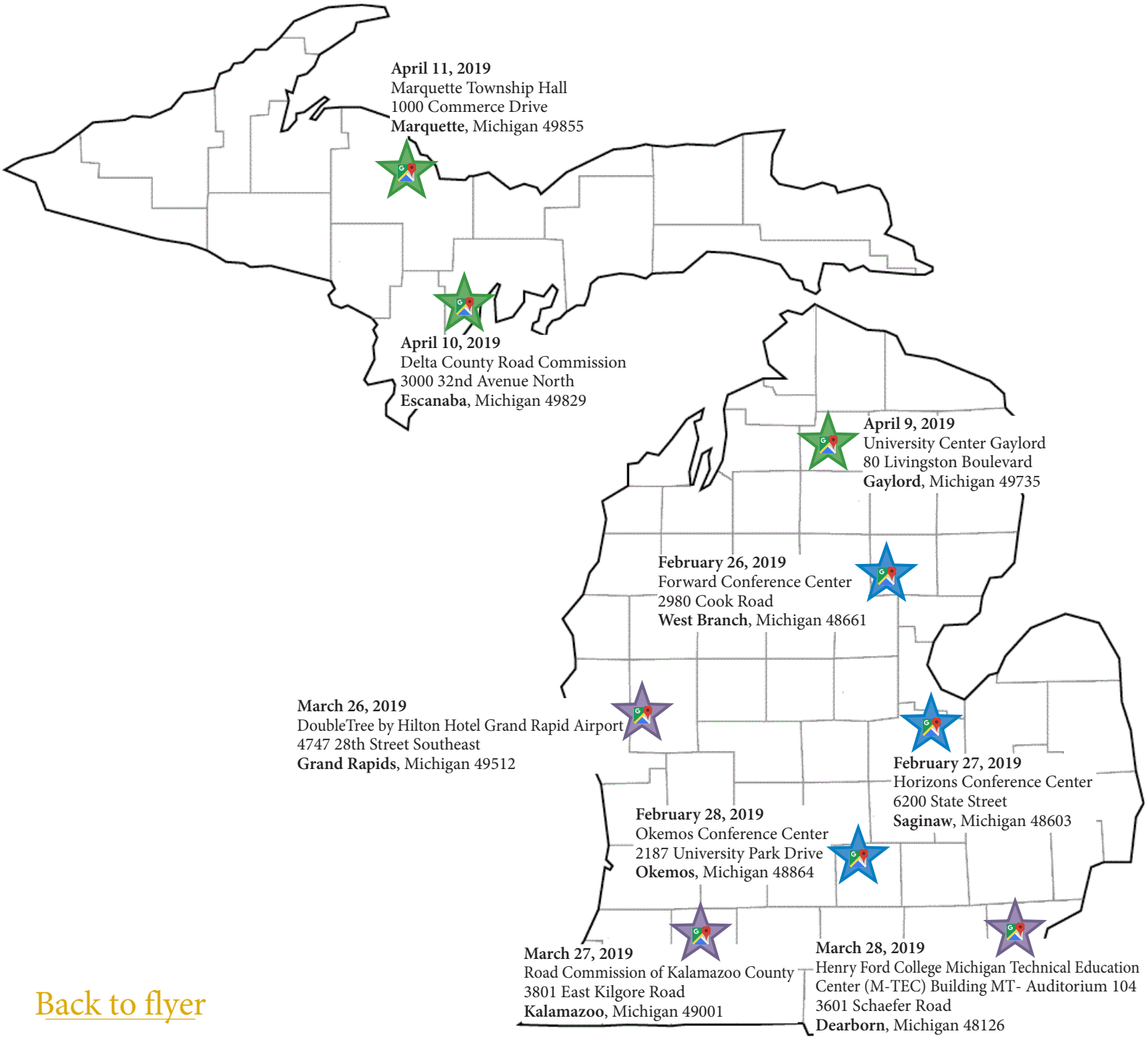
Center for Technology & Training

Michigan's Local Technical Assistance Program

on behalf of

TAMC Michigan Transportation Asset Management Council

#2 PASER Classroom Sessions



April 11, 2019
Marquette Township Hall
1000 Commerce Drive
Marquette, Michigan 49855

April 10, 2019
Delta County Road Commission
3000 32nd Avenue North
Escanaba, Michigan 49829

April 9, 2019
University Center Gaylord
80 Livingston Boulevard
Gaylord, Michigan 49735

February 26, 2019
Forward Conference Center
2980 Cook Road
West Branch, Michigan 48661

March 26, 2019
DoubleTree by Hilton Hotel Grand Rapid Airport
4747 28th Street Southeast
Grand Rapids, Michigan 49512

February 27, 2019
Horizons Conference Center
6200 State Street
Saginaw, Michigan 48603

February 28, 2019
Okemos Conference Center
2187 University Park Drive
Okemos, Michigan 48864

March 27, 2019
Road Commission of Kalamazoo County
3801 East Kilgore Road
Kalamazoo, Michigan 49001

March 28, 2019
Henry Ford College Michigan Technical Education Center (M-TEC) Building MT- Auditorium 104
3601 Schaefer Road
Dearborn, Michigan 48126

Back to flyer

Proposed Timeline for Development of 2019 TAMC Report

Week of	10-Dec	17-Dec	24-Dec	31-Dec	7-Jan	14-Jan	21-Jan	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr
Task	**Data QA/QC**			**Data Analysis**										**Review & Approval**					**Final Revisions**		
CSS/MDOT Staff review PASER data for QA/QC, follow up with local agencies on inconsistencies, late data, etc.	■	■	■																		
Staff begin writing portions that do not rely on data: Year in Review; Look Ahead	■	■	■	■	■	■															
Staff analysis of data begins when QA/QC is complete				■	■	■															
Present initial data & text unrelated to data to Data & Bridge committees for feedback							*														
Staff continue data analysis after feedback from Data & Bridge Committees							■	■													
Staff present initial data and text unrelated to data to ACE & TAMC for feedback									*												
Staff continue data analysis, with feedback from ACE & TAMC									■	■											
MDOT Staff finalize non-data text, begin work on text related to data									■	■											
Data committee approves final data and text unrelated to data											*										
ACE & TAMC approve final data and text unrelated to data													*								
MDOT Staff work on data-related text											■	■	■	■							
MDOT Staff submit draft text to Graphics															■	■	■	■	■		
Data & Bridge committees review and approve text related to data (with feedback)															*						
MDOT staff revise data-related text based on feedback from Data & Bridge committees																■	■				
ACE & TAMC review & approve data-related text (with feedback)																		*			
MDOT staff make any final changes based on ACE & TAMC feedback																		■	■		
Graphics does final layout/changes																				■	
MDOT OGA to send Report Electronically to Legislature and STC by May 2																					*

2018 Year in Review

Two thousand eighteen was a successful year for the TAMC. TAMC was able to continue to educate agencies about best asset management practices while increasing accessibility to data. Existing asset management processes through the state were strengthened with new legislation and technology improvements. . The council will continue to strive to improve awareness about the best asset management practices while assessing roads and bridges in Michigan.

TAMC Investment

In 2018, TAMC enjoyed its first increased budget since it was created in 2003. The increase in budget was used for expanded data collection to include unpaved roads (Inventory Based Rating (IBR)), to expand on data collection on paved and non-federal-aid eligible roads, and to assist road agencies in the preparation in Asset Management Plans. The annual budget increased from $1,626,400 (FY2002 through 2017) to $1,876,400 (FY 2018).

Customer Satisfaction

This past year, TAMC conducted a survey to determine how satisfied its customers were. The 15-question survey offered insights into the usefulness of TAMC products and training for local road agencies and others. Of the 109 responses, 64 found that the annual report was valuable for their organization. Of the responses rating the value of Federal Aid Road data for an organization, 86 out of 113 responses found it to be valuable for their organization. Forty-eight out of 55 that attended a TAMC-Sponsored Training event to be a valuable experience for them and their organization.

Strategic Planning Session

In June, TAMC held a Strategic Planning Session to reflect on its previous efforts and how to improve in the future. After a review of pending legislation, TAMC decided to revise the its Mission Statement as well as discuss the impact the pending legislation will have on partnering agencies and TAMC. TAMC also discussed elements identified from both the Regional Asset Management Pilots Project and the 21st Century Infrastructure Council Report.

New Asset Management Laws

On July 2, Governor Snyder signed three infrastructure bills into law. Public Act 323 created the Michigan Infrastructure Council (MIC) and placed the administration and staffing in the Department of Treasury. The MIC membership is established with this Act, which also includes directives to create a statewide Asset Management Database and a 30-year infrastructure Investment Strategy. Public Act 234 created the Water Management Council (WAMC), based upon the model of the TAMC. The WAMC will focus on drinking water, and storm and sewer asset management programs. Public Act 325 moved the TAMC out of the State Transportation Commission and moved it under the newly created Michigan Infrastructure Council. It requires that beginning in 2020, the largest road agencies, those with 100 or more miles or roadway, submit asset management plans on the rolling three-year basis. It also adds asset management of culverts and signals to the TAMC program. In June, TAMC held a Strategic Planning Session to review the pending legislation and discuss its potential impacts.

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Public Act 325

In response to Public Act 325, the TAMC put together a document to inform road agencies of the public act and its requirements. This document provided guidance to the agency as to "Who" and "What" will be expected under the Act. The letter acted as a status update for the actions TAMC is taking to assist agencies with the new requirements. TAMC encourages agencies to use the updated Asset Management Plan Template once it is revised for development of their asset management plans.

Culvert Pilot Project

House Bill 4320 provided $2 million to TAMC to locate and asses the condition of culverts on Non-trunkline public roads. TAMC assigned this project to the TAMC Bridge Committee for development of oversight and policy. TAMC approved a line item budget as well as reimbursement policy that provided local agencies with start-up funding for training/equipment and a $30/mile reimbursement. Participation across the state was excellent. 50 local agencies participated, representing every region in Michigan. This was a great effort for TAMC as well it provided so much new information about methods, costs and procedures. Many agencies found the effort beneficial and plan to continue to keep their data up to date. Without this pilot project, several agencies said they would have undertaken the effort on their own.

TAMC Dashboards

The Center of Shared Solutions revised the interactive map on the TAMC Dashboards. This is an entirely new set up that is much more user friendly than previous versions. Data on the pavement, bridge, traffic, safety, maintenance, and finances are now available on the interactive map. There is even a Non-federal Aid dashboard based upon data submitted on the local road system. The Dashboards are now equipped with enhanced query technology to find specific data and reports of specific agencies. Data can even be viewed at the region and statewide level.

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TAMC Data Sharing Policy

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Introduction:

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. One of TAMC's efforts is to provide through its website dashboards consistent data related to physical inventory and condition of roads and bridges, and infrastructure investment. Some of this data is generated by TAMC data collection efforts, some comes from other sources. This document describes the policy and procedures for sharing data upon request.

Data Sharing and Dashboards:

TAMC's data – and other related data – is already made publicly available through its dashboards.

Upon receiving a request for data from a member of the public, TAMC will provide information about how to access the dashboards to gather data. TAMC will provide the link to the data and the requester can obtain it and format it as needed. TAMC is not obligated to expend significant staff time or resources to provide data to requesters in a format beyond that available on the website dashboards.

TAMC will try to satisfy data requests from regional or metropolitan planning organizations or road agencies or other entities that already provide some aspect of the overall data available through the TAMC Dashboards, provided that it does not require excessive use of staff time or other resources.

Freedom of Information Act Requests

An individual may request data from TAMC through the Freedom of Information Act (FOIA). Any TAMC member or TAMC support staff who receives such a request will forward that request immediately to the TAMC coordinator. The TAMC coordinator will then work with MDOT's FOIA Coordinator to ensure the FOIA request is handled in a timely fashion consistent with the procedures of MDOT's FOIA policy. More information can be found online about FOIA's procedures and guidelines. A pamphlet about FOIA can be found here.

Michigan Transportation Asset Management Council

Policy for Collection of Roadway Surface Condition Data

The Transportation Asset Management Council adopted this policy on _____.

Introduction:
The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid eligible and Non-Federal Aid eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities.

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Michigan Department of Transportation (MDOT) shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction. Additionally, procedures and requirements developed and presented by the TAMC shall, at a minimum, include the areas of training, data storage and collection, reporting, development of a multiyear program, budgeting and funding, and other issues related to asset management.

The TAMC has given the responsibility of managing the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs.

This policy applies to the collection of roadway surface condition data on:

- Federal-aid (FA) eligible network of public roads and streets using the Pavement Surface Evaluation and Rating system (PASER),
- Non-Federal-aid (NFA) eligible network of public roads and streets using the PASER system, and
- Unpaved roads and streets on either the FA or the NFA networks using the Inventory Based Rating™ (IBR) system.

Rating Teams

NOTE: Refer to the *PASER Training/Certification* Requirements section of this policy for training and certification requirements.

Data collection logs MUST contain rating team members' or observers' names and agencies, mileage, rating dates, and rating times. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

FA Rating Teams
Rating teams must be comprised of a minimum of three raters: one (1) member from MDOT, one (1) member from the RPO/MPO and one (1) member/representative from the Act 51 road agency being rated (County, City/Village). All of these members must meet the training and/or certification requirements.

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Additional participants may be included however, they must meet the training/certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO for their effort. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

NFA Rating Teams

a. If TAMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TAMC's state wide database:

The Act 51 road agency may establish their own collection schedule and collect data on their NFA network.

The rating team shall consist of a minimum of one rater: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

b. If TAMC reimbursement is being requested:

Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection.

Road agencies must submit a written request for reimbursement; the request should include the miles of NFA rated and the total estimated cost (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

The RPO/MPO decision on what requests for reimbursement are approved will consider:

- available budget,
- absence or age of the NFA data that will be collected,
- last year of reimbursement to the road agency for that NFA data set. No more frequently than once every three [3] years),
- rating team members' training and/or certification status

The rating team shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

PASER Training/Certification Requirements:

Training:

- Any rater who participates in the PASER data collection and influences the rating

activity MUST attend an on-site PASER training in the same year the data collection occurs.
- New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) MUST attend one (1) supplemental PASER webinar training session in addition to attending one (1) on-site session.
- Individuals who are PASER Certified Raters are exempted from on-site training as defined in PASER Certification Eligibility Requirements section of this policy.
- Any rater who participates in the data collection for unpaved roads shall attend IBR training within three years of the year IBR data collection is conducted.
- New IBR raters (never attended IBR training before) and seasoned raters (who did not attend IBR training within three calendar years of the IBR data collection) MUST attend one (1) IBR training session.
- RPO/MPO representatives are required to attend PASER and IBR training events every year regardless of their experience or certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

Certification Eligibility Requirements:
To be considered a candidate to take the PASER certification exam the rater must meet the following criteria:

- All raters: Six (6) or more years (not including current year) of attendance of PASER on-site training as verified through the Center for Technology & Training (CTT) records.
- Raters who are licensed professional civil engineers: Three (3) or more years (not including current year) of attendance of PASER on-site training as verified through CTT records.
- Raters who actually rated a portion of their road network during TAMC collection for the same number of years trained (not including current year). This will be verified by a signed letter from the individual stating their rating experience.
- Raters who attended the annual TAMC PASER on-site training portion of the workshop as well as the examination administration portion of the workshop.

Certification Exam:
- The written certification exam will be administered at the on-site sessions of PASER training to eligible candidates.
- Raters must pass the written certification exam during the on-site training sessions. The passing score is 70% correct or will be adjusted using the normal distribution (bell curve) of the scores depending on the difficulty of the exam questions at the discretion of CTT staff.
- Raters who do not pass the certification exam will be able to attend another on-site PASER training session and retake the exam as many times in one year as space and CTT administration allows.
- The TAMC will hold exam results and exam questions as documents that are not open to the public without a freedom of information act request to prohibit development of files of exam questions that can be used to memorize facts rather than learning concepts.

There is no current certification exam for IBR (unpaved road) data collection.

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Certification Responsibilities:

- Certified raters are required to attend on-site PASER training every other year; i.e. a two (2) year cycle to recertify by taking the certification exam.
- Certified raters are required to attend an organizational webinar for updates to business rules and changes to the data collection process as necessary. This webinar is required to keep certified raters informed of new guidance in the program and provides raters with an opportunity to interact with TAMC members.

MDOT Region Representative Responsibilities

NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source for the TAMC.

- Ensuring that a trained and/or certified MDOT rater participates on the rating team for the annual FA data collection.
- Providing an MDOT vehicle for the annual FA data collection.
- Ensuring non-MDOT members of rating team are provided with State of Michigan travel and reimbursement rate schedules at the start of the rating season.

RPO/MPO Regional Coordinator Responsibilities

NOTE: Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for the TAMC.

- Establishing the data collection schedule and coordinating the dates for FA road rating with the respective rating teams.
  NOTE: The TAMC outlines policies for the data collection cycle schedule as well as first and last days of annual data collection in the *Data Collection* section.
- Ensuring/verifying the rating team has the required number of trained and/or certified raters from the Act 51 road agency(ies) collecting the road surface condition data (see the *Rating Teams* and the PASER Training/Certification Requirements sections of this policy for more information).
- Ensuring daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
- Verifying/checking the miles of road surface condition data collected.
- Performing quality control checks of the data collected.
  NOTE: The RPO/MPO Regional Coordinator MUST review the collected data—looking for missing entries (zeros), valid surface type, missing surface type, valid number of lanes, missing lane information, and large increases/decreases in PASER scores for road segments that have had no treatments—before sending it to the Center for Shared Solutions (CSS).
- Ensuring that the completed PASER data export file is the correct file type and submitting the PASER data export file to the CSS (see the *Data Submission/Standards* section of this policy for more information).
- Submitting RPO/MPO invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, and data submission activities. Including copies of daily collection logs and any other backup information as attachments to the invoice.

Data Collection

- FA data collection must be completed in a two- (2) year cycle for the entire FA network.

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- NFA data collection is encouraged with or without TAMC reimbursement.
- Each rating team must complete the following logs when being reimbursed for their work:
    - Daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
    - Prepare a list that includes rater's names and agencies, as well as the certification that all raters were appropriately trained/certified.
- Data collection on paved roads must be consistent with the current *TAMC PASER Training Manual*, the *Sealcoat Revised Rating Guide for Michigan*, and, when appropriate, the *Asphalt, Concrete*, and *Sealcoat PASER Manuals* (accessible at http://michiganltap.org/paser-resources).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the *IBR Field Guide.*
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday in April of each year; the last day for data collection shall be the last Friday in November of each year.

Data Submission/Standards

- FA/NFA data collected is to be submitted to the CSS by the RPO/MPO Regional Coordinator, who will submit the data following quality assurance and quality control guidelines.
- The export file from Roadsoft MUST be in a shapefile format; exports containing text files are not accepted. See the current *TAMC PASER Training Manual* (accessible at http://michiganltap.org/paser-resources) for additional information**.**
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the first Friday of December.

Reimbursement

Note: Act 51 road agencies must receive prior authorization from the RPO/MPO for reimbursement for NFA data collection. Please refer to the earlier section on NFA Rating Teams: b. If TAMC reimbursement is being requested section.

The TAMC has given the responsibility of managing portions of the TAMC work program to the RPO/MPOs. The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TAMC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TAMC.
- Rating team members who represent Act 51 (county, city, or village) road agencies will be reimbursed, for FA data collection and, with prior authorization, for NFA data collection activities, and for expenses directly related to the data collection effort (i.e., time, travel, meals, vehicle) via annual RPO/MPO project authorization with the TAMC. The TAMC will not directly reimburse Act 51 road agencies. Act 51 road agencies shall submit invoices and supporting information to the RPO/MPO for costs associated with PASER data collection that has

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been authorized by the RPO/MPO. The RPO/MPO will request payment from MDOT and subsequently reimburse the road agency following receipt of payment from MDOT.

- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 road agency's associated cost invoice(s) detailing expenses directly related to data collection (i.e., time, travel and/or meal reimbursements), and data submission activities. Time, travel and/or meal reimbursements will be processed according to State of Michigan travel and meal rates. Copies of daily collection logs and any other backup information will be included as attachments to the invoice.

If you have any questions relating to this policy, please contact:

TAMC Asset Management Coordinator
Michigan Department of Transportation
P.O. Box 30050, 425 W. Ottawa Street
Lansing, MI 48909
(517) 335.4580
www.michigan.gov/tamc

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